Plans & Programs Technical Advisory Committee Conference Call Protocol

1) **Call in using the teleconference number directly.**

    1-877-214-5010
    Code: 159785

2) **Mute Function**
Use ***6** to mute/unmute your side of the call. *Please use this function to avoid disturbing the rest of the group.*

3) **If you are disconnected.**
Dial the teleconference number again to re-connect. ***Do not*** re-connect by calling the front desk.

** Please <u>do not</u> do the following while on the conference call:

Do not call the front desk and ask to be connected to the meeting.
> *This will cause the system to make beeping noises, which we cannot get rid of unless everybody disconnects and calls back in.*

Do not put the meeting on hold. Use the mute function instead.
> *In the event your phone has some sort of hold music/noise, the rest of the people on the conference call will hear it. Also, there is the chance that if you get disconnected, it will cause additional beeping noises that we cannot get rid of.*